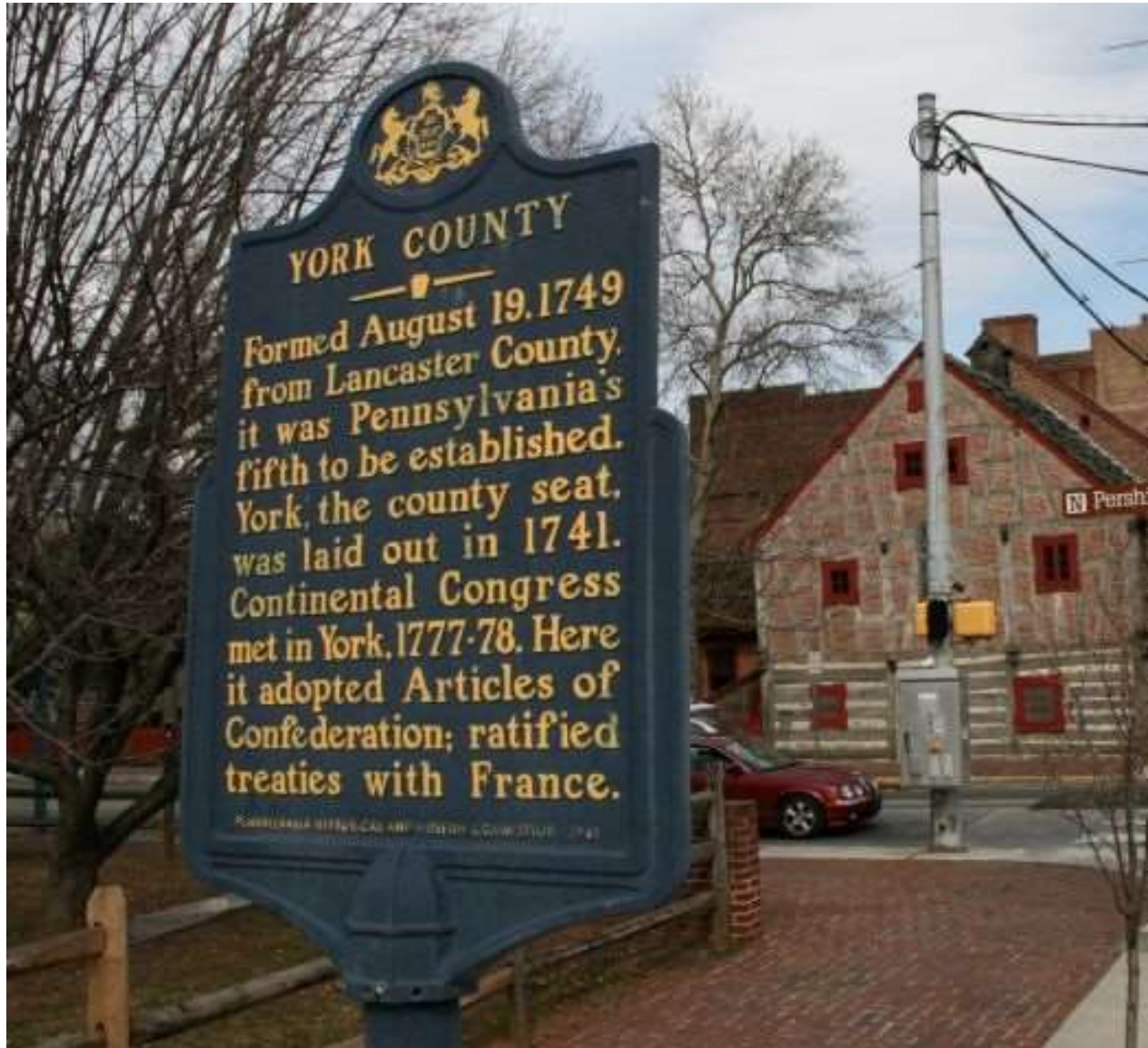


Conducting an Election in York County



Updated October 14, 2020

York County Election Day Guide

TABLE OF CONTENTS

General Election

Important Numbers	4
General Rules	5
COVID-19	6

Elections Officials

Officials / Duties	7
Urgent Notices - Everbridge	7
Poll Support	8

Before Election Day

Apply for an Absentee Ballot	9
Confirm Poll Workers	9
Confirm With Polling Place	9
Supply Pick-Up and Delivery	9
Polling Place Supplies - White Box	10
Polling Place Supplies - Plastic Bag Inside Box	11
Polling Place Supplies - Sealed Black Bag	11

Setting Up Your Poll

Inside Outside	12
Sample Layout	13

Election Day

Prohibited	14
Poll Watchers	14-15
Opening the Polls	16
Setting Up the Voting Equipment	17-18
Numbered List of Voters	19

Polls Are Open

Checking In Voters	20
The Poll Book	21
Check-In Procedures	22-23
Voters Who Surrender Their Mail-In Ballot	24
Voters at Wrong Polling Location	25
Checking Party Affiliation – PRIMARY ONLY	25
Discrepancies in Poll Book	26
Voters Requiring Assistance	27
Issuing a Ballot	28
Provisional Ballots	29-30
Challenge to Voter	31-33

Scanner

Operating the Scanner	34
Ballot Errors	34
Checking the Ballot Bags	34
Changing the Paper Roll	35
ADA Operations	35
ADA Activate with No Audio	36
ADA Activate with Audio	37
Loss of Power	38

Closing the Polls

8 P.M. Deadline	39
ICP	40
Removing the CF Card	41
The Ballot Box	41
ICX	42
Packing Up	42
Election Envelopes	43-44
Return of Supplies	45
Return to 28 East Market Street Admin Center Parks Garage	46

Addendum

Frequently Asked Questions (FAQ)	47-48
Emergency Situations	49-50
Pay Voucher	51

Important Numbers

- **Friday before Election Day**

If you do not have all your supplies or you have materials belonging to another district 717-771-9604.

- **Monday night before election, until 8 p.m.**

Polling Place problems, voting equipment problems, 717-771-9604.

- **Election Day (6 a.m. to 11 p.m.)**

The office will be staffed by the Elections work group and members of the telephone bank. 717-771-9604. Official answers are also available from the Department of State on its hotline at 877-868-3772.

- **Judges of Election ONLY – Equipment Issues**

The following direct number is a special line available to the Judges of Election ONLY for quick response to EQUIPMENT PROBLEMS ONLY and will be staffed beginning at 6 a.m. on Election Day – **717-771-9783**

Please do not give this number out to the public.

The public should call 717-771-9604 with any questions.

GENERAL RULES

- We respect everyone's right to a political opinion; however, you cannot discuss it at the polls on Election Day. It is deemed unacceptable and unprofessional to voice a personal opinion on any candidate or views of any political party while working at the polls.
- York County strives to create a fair and impartial atmosphere at the polls where all voters feel comfortable and confident when voting.
- If a poll worker should take a break outside, they should not engage in conversation with any candidate or campaign workers outside the polling place. This includes constables, unless it is in the capacity of carrying out their duties as an Election Official.
- Report any trouble with equipment to the Election Office immediately.
- Report any complaints from or altercations with voters immediately.
- Poll workers may not bring children to the polls.
- The only person who should have a cell phone at the tables is the Judge of Elections. If you need to make a personal call, please do it on a break in another area.
- All poll workers must arrive at the polls on time.
- **There is to be absolutely no campaigning inside the polling place.**
- During elections when Judges and Inspectors of Election are on the ballot, there is to be no campaigning or mention of running for office inside the polling place.
- Any poll worker running for an elected position on the ballot (excluding Judge or Inspector of Election) is NOT permitted to work the polls.
- Judges are required to work the election from the time the polls open until the polls close and results are tallied. Inspectors and clerks may work half-days with permission of the Election Board.
- Poll workers are expected to obey the smoking policy of the polling site.

Trouble Shooting (COVID-19)

York County and the Commonwealth of Pennsylvania strongly encourage all poll workers and voters to utilize personal protective equipment (PPE) at poll locations.

No citizen will be denied the opportunity to cast a vote due to lack of a mask.

PPE is available at the door for those who may request.

If a citizen continues to refuse to wear a mask:

- Do not initiate a confrontation. Do your best to remain calm and provide reasonable accommodations as necessary.
- Repeatedly use words like, “You’re going to get to vote. We will get you to the voting booths as quickly as possible.”
- If the voter continues to be disruptive or refuses to observe all applicable standards of conduct, you may warn the individual that s/he will be ejected from the poll if problems persist. Engage the constable, if one is available, and the Elections Office.
- Clean surfaces, pen, etc. immediately after voter departs the location.

ELECTIONS OFFICIALS

Officials / Duties

Judge of Election – 4 Year Term – Elected by Voters

In charge of all Election Day activities and personnel inside the polling place (including the Constable or Deputy Constable). The Judge is responsible for opening and closing the voting equipment, securing and returning all paper ballots, completing all paperwork, and for delivering the election results CF card and supplies to the County Elections Office after the polls close.

Majority Inspector – 4 Year Term – Elected by Voters

Received highest number of votes cast. Not determined by party.

Normally manage the poll book(s) and/or the Numbered List of Voters tablet(s).

Minority Inspector – 4 Year Term – Elected by Voters

Received second-highest number of votes cast. Not determined by party.

Normally manage the poll book(s) and/or the Numbered List of Voters tablet(s).

Clerk

Appointed by the Majority and Minority Inspectors. Typically fills in the “Numbered List of Voters” or assigned to the ballot distribution table.

Machine Inspector

Appointed by the County Board of Elections. Assist voters with the scanner.

Constable – 6 Year Term – Elected by Voters

Responsible for “keeping the peace” at the polls on Election Day. **The Constable serves at the direction of the Judge of Election.** In some circumstances, the Constable may appoint a Deputy Constable to serve in his/her place at the polls of Election Day. The appointment must be approved by the County Court of Common Pleas prior to Election Day.

Urgent Notices

Should there be an urgent need to reach out to the Judges during Election Day, the Office of Elections will utilize Everbridge to send out a **mass text message and/or phone call**.

Please be sure that the Office has an accurate phone number (mobile and home) to contact you.

Poll Support

The role of the Election Office on Election Day is poll support. Our main focus is to provide the poll workers with the support and assistance for whatever is needed to keep the polls operating smoothly and efficiently. We have onsite technicians available from our voting system vendor to assist with voting machine issues and roving technicians are available for support with supplies or technical support.

- When reporting problems with a piece of equipment, please provide a detailed description of the problem.
- The Election Office needs to be aware of all problems encountered throughout the day, even if they may have been resolved by the poll workers or rovers.
- Please report any and all voter complaints. It is important that we have your version of the altercation.
- Report any trouble or complaints from or with poll watchers.
- Report any problems with people campaigning outside the polling place.

BEFORE ELECTION DAY

Apply for Absentee Ballot

If you are working in a polling place outside your precinct, be sure to apply for an Absentee Ballot. The deadline to apply is 5 p.m. on the Tuesday before every election.

Confirm Poll Workers

Make sure that your Election Day team is in place and ready to work on Election Day.

Confirm With Polling Place

Make sure that your polling place is prepared if you plan to come on Monday night for setup.

Supply Pick-Up / Delivery

Supplies are delivered to the Judges of Election after 5 p.m. on the Friday or Saturday prior to the election. A schedule will be set between the Judge and the delivery person. The Judge will sign for the supplies.

Polling Place Supplies

In the corrugated WHITE box:

1	Polling Place Supplies List (Double-Sided Sheet)
1	Opening Polls Checklist
1	Closing Polls Checklist
1	Supplies Return Instruction Sheet
1	Information Sheets on the Imagecast Precinct (Scanner)
1	Information Sheets on the Imagecast X (ADA unit)
5	General Information and Instructions
5	Notice of Prohibitions and Penalties
2	Summary of Voter Registration & Voting Procedures (Even Years Only)
5	Individual Rights under the Federal Law (Even Years Only)
1	Record of Assisted Voters (Double-Sided Sheet)
1	Declaration of the Need for Assistance to Vote (set)
5	Challenged Elector's Affidavit
1	Checklist of Operations
30	Affirmation of Elector
1	Affirmation of Elector Chart
1	Miscellaneous Information Procedures Chart
1	Affidavit of Voter Identification
2	Election Board Officers Oath (carbonless)
2	Pay Sheets
10	"We Need You" Forms
10	Deceased Family Member Forms
5	Voter Moved Out of York County
1	Election Day Digest
1	Polling Place List
2	Paper "Vote Here" Signs
1	Numbered List of Voters (Numbered Set – Carbonless)
1	American Flag
25	Voter Registration Forms
2	Statement of Complaint - Violations of Title III (HAVA Act 2002)

ELECTION ENVELOPES (1 EACH):

A	D	G	K
B	E	H	
C	F	I	

In the plastic bag inside the WHITE box

1	Gold seals (foil)
8	Election officers name tags
1	Set alphabet tabs
1	Envelope of rubber bands
1	Roll of scotch tape
1	Roll of masking tape
1	Ruled paper pad (5 x 8)
8	Ball point pens (blue or black ink only)
24	Ultra-fine sharpie markers
1	Sortwik
2	PLASTIC "VOTE HERE" SIGNS (wire frames delivered with voting equipment)

Additional signs for designated districts are located in the black bag

In the Sealed Black Bag:

1	Set of POLL BOOKS, SUPPLEMENTAL POLL BOOK SHEETS(S), ABSENTEE BALLOTS & PROVISIONAL VOTING MATERIALS
5	Absentee Ballot Affidavits (inside Absentee Ballot envelope)
4	Copies of the RETURN STATEMENT SHEETS
2	Copies of election district ballot and static ballot (sample ballot)
1	STREET LIST for election district
1	NOTES sheet
1	Manila envelope to return NOTES sheet, registration forms, etc.
1	BLUE Cartridge Bag
1	eScan SPOILED BALLOT ENVELOPE (Y)
20	eScan Spoiled Ballot Log forms (inside Envelope Y)
1	WRITE-IN BALLOT ENVELOPE
1	Legal size folder for EMERGENCY BALLOTS that wouldn't scan
30	Legal size privacy folders
3	W-9 forms

Setting Up Your Poll

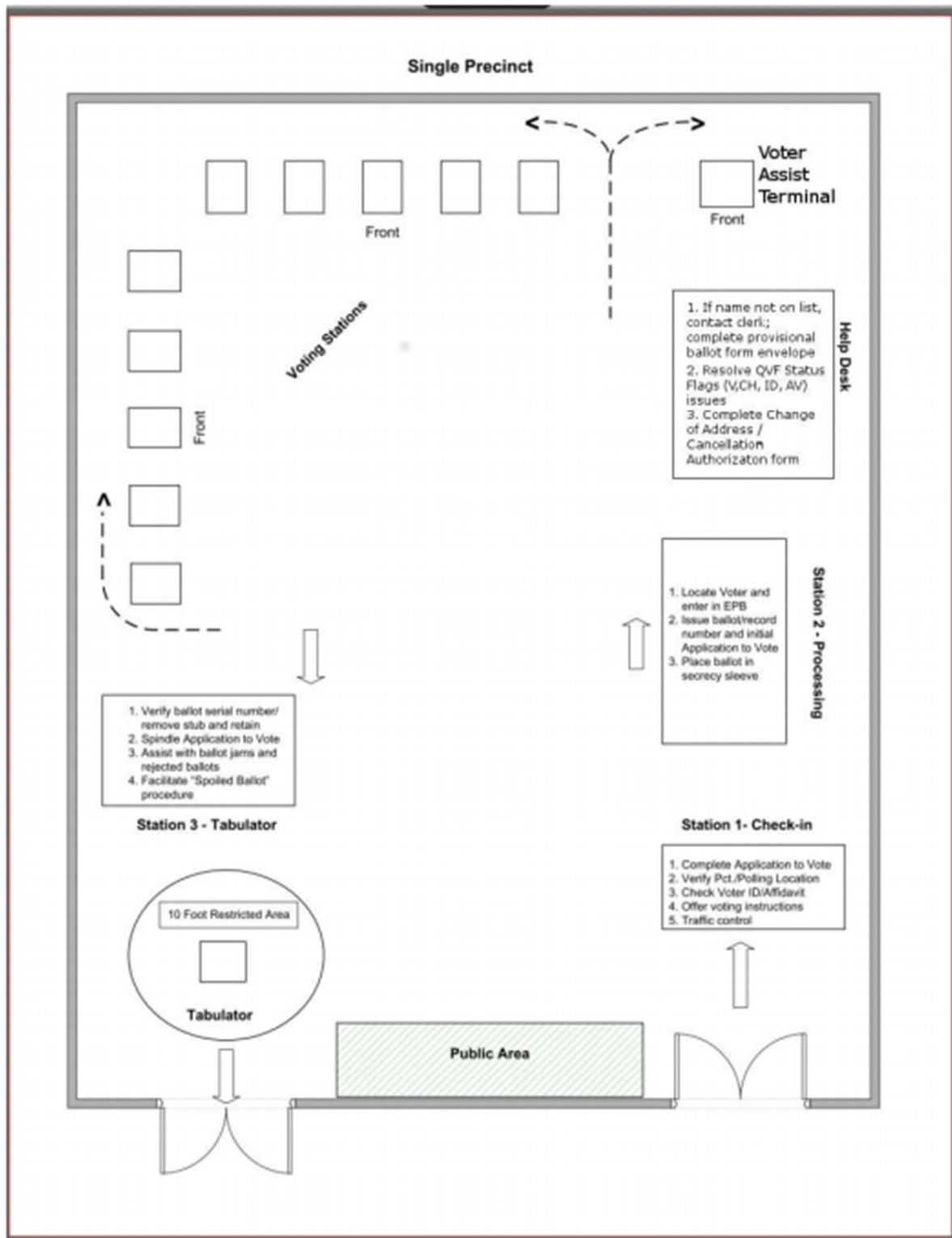
Inside the building

Judges are responsible for setting up and arranging the polling location, ensuring:

- Voter privacy at the voting stations, including any seated stations. Ensure at least one station is available at seated height. Be mindful of voter foot traffic and exterior windows when arranging the room.
- Workstations are arranged to process voters in an orderly manner.
- A public area for poll watchers is clearly marked and distinguishable from the voting area; the public area must provide ample space to observe the election without disrupting the voting process.

Outside the building

- Ensure that the main entrances are full accessible to the elderly and disabled
- Measure and identify the area where individuals who wish to solicit voters outside the poll may conduct their activities.



Example Polling Place Layout

ELECTION DAY

Prohibited for Workers

It is essential that poll workers conduct themselves in a non-political manner. Therefore, **the following is prohibited while serving as a poll worker** on Election Day:

- Speaking for or against any party, candidate, or issue – even in a joking way – regardless of whether or not it is actually on the ballot;
- Wearing any campaign paraphernalia;
- Giving advice on who to vote for or what to vote for to anyone, even if you are asked by a voter;
- Answering a voter's questions, unless you are 100% certain you are correct. Otherwise please refer them to the Judge of Election.

Poll Watchers

➤ What is a poll watcher's function?

Poll watchers are appointed by candidates or political parties to “watch” the election proceedings on Election Day in the interest of the candidates they represent. They are **not permitted to interfere** with the election workers **nor** are they permitted to intimidate or solicit the voters in any way. They are **not** permitted to wear or bring any campaign material inside the polling place.

➤ Are poll watchers allowed to inspect the Numbered List of Voters?

Yes – only upon request, in the presence of the Judge of Elections and only during intervals when no voters are present.

➤ Can a watcher serve in a district other than the one in which they are registered to vote?

Yes – a watcher may serve in a district other than they are registered and they may watch in different districts during Election Day.

➤ **Does a poll watcher have to provide some form of identification?**

Yes – each watcher shall be provided with a certificate from the County Election office stating their name and the name of the candidate, party or political body they represent. Upon arrival at the polling place the watcher must present their certificate to the Judge of Elections.

This is why the local election board does NOT take the watcher's certificate – they verify that the watcher is qualified to watch at that poll location by asking to see the certificate, then return the certificate to the poll watcher.

However; a poll watcher **must be a qualified registered voter of the county** in which they are serving as a watcher.

➤ **Who appoints the poll watchers?**

A poll watcher is appointed by a candidate, political party or political body. Each **candidate** is entitled to **appoint two watchers** in each election district in which such candidate is voted for. However, all watchers so appointed can serve in different districts. Each **political party** and each **political body** which have nominated candidates in accordance with the law **shall be entitled to three watchers**.

➤ **Is a watcher permitted to remain inside the polling place after it closes?**

Yes – after the close of the polls and while the votes are being tallied, all watchers shall be permitted to be in the polling place outside the enclosed space. Watchers are permitted to obtain totals from the results tapes once they are printed, plus the results are posted on the door of the polling place.

➤ **How many watchers are permitted inside the polling places?**

Only one watcher for each candidate, party, or political body (at general, municipal or special elections) shall be allowed to remain in the polling place **at any one time** prior to the close of the polls.

Poll watchers are not to approach the voters inside the polling place.

If a poll watcher has questions or concerns while inside the poll, they must address such to the Judge of Elections. If there is an issue in resolving the question/concern, the Judge of Elections should immediately contact the Election Office 717-771-9604.

Opening the Polls

- Poll workers must be at the polls by 6 A.M.
- Check the labels on all your voting equipment to ensure proper delivery has been made.
- The Judge of Elections will unlock and open the election bag in the presence of all poll workers.
- Minority Inspector swears in the Judge of Election (JOE).
- The Judge of Elections will then administer the oath to all poll workers and assign duties.
- Check contents of election bag
- Call the Election Office at 717-771-9604 about any vacancies (no-show workers) on the board. Refer to “Filling Vacancies on the Election Board” section of the Election Day Digest.
- Review set-up in polling area and prepare voting machines.
- An online training video is available at: <https://yorkcountypa.gov/voting-elections/poll-worker-training.html>

Post the following in a conspicuous location in the polling place.

- Zero Report from Scan
- (5) Sample Ballots
- (3) Notice of Voter’s Rights
- Provisional Voting Instructions
- Election News (English & Spanish)
- (3) Notice of Prohibitions & Penalties
- Summary of Voter Registration and Voting Procedures
- Plain English & Spanish Statements for Ballot Questions, if applicable
- (3) Individual’s Rights Under Federal Law (English and Spanish)
- (3) General Information re: Voting Rights (English and Spanish)

Judges may receive additional materials in their Supply Bag prior to Election Day

Setting Up the Voting Equipment

PART I: ImageCast Precinct (ICP – Scanner)

1. Roll unit to scanning location near wall and power source in poll and lock wheels.
2. Remove **RED** seals from front & back of cover. Record seal #'s on front of statement sheet.
3. Unlock both sides of cover with small notched key on the judge lanyard.
4. Remove cover and store in safe location.
5. Break and remove **RED** seal on Ballot Box Door & record seal # on front of statement. Remove all packs of wrapped blank ballots from the ballot storage area and keep in a secure place until needed. Record the total number of ballots received on Statement Sheet (provided in packs of 50). Close door and put new **RED** seal on door. (No need to record new seal)
6. Uncoil power cord from power cord storage area on back of unit.
7. Plug ICP Scanner into outlet - unit will turn on automatically – there is NO power switch.
8. When prompted, firmly press security key against the security keypad on top of ICP and hold it there firmly until screen says accepted. If you get an error message, lift off and try again.
9. Enter your **8-digit** password – then press **ENTER**. Password is on card on your lanyard.
10. Next screen will ask if time is correct – press **YES**.
11. Next screen is the Administrative Menu and you select **OPEN POLL** button located at the bottom of the screen.
12. Next screen is the Zero Report – you select **ZERO**. Check to make sure Ballots Cast counter at the bottom of the screen is 0 (Zero). If not, call Elections Office **immediately**.
13. After pressing zero, the unit will automatically print (1) Zero Report. **After it prints, tear off the report** and put it in Envelope C.
14. Next screen will ask if you want more copies – you select NO.
15. Next screen shows SYSTEM READY – you are ready to scan ballots.
16. Repeat for additional scanners, as needed. YOU MUST OPEN ALL SCANNERS.



PART II: Set Up the ImageCast X (ICX – ADA) unit

You must set up ADA unit to comply with Federal Law.

1. Roll unit to location near wall and power source in poll and lock wheels.
2. At rear of unit, unwind power cord, plug into an outlet and ensure all power plugs are connected.
3. Locate and remove **RED** seal on the “Power” access door opposite the screen.
4. Inside the power access door, locate and press the black power button with the white dot on it.
5. After the ICX starts up, reseal the “Power” access door with a **BLUE** seal.
6. Unlock the printer storage door on the cart and make sure printer is turned on. (power button glowing white)
7. To access the Poll Worker menu, insert your Poll Worker card on your lanyard (chip facing down) into the yellow card reader located at the bottom of the ICX.
8. Enter your 8-digit password (located on judge lanyard) to access the poll worker menu.
9. After the poll administration screen comes up, make sure both AVS Controller and Manual Session Activation boxes are checked. Verify public counter is zero. If not, call the Elections Office **immediately**.
10. Your precinct is pre-selected at the top of the menu. Verify that it matches the precinct listed on the label in the top right-hand corner of the tablet.
11. Tap OPEN POLL.
12. A confirmation dialog appears – tap YES. If you receive an error message about printer, tap OPEN POLL again.
13. Remove Poll Worker card.
14. Unit is ready for use.



➤ An online training video is available at: <https://yorkcountypa.gov/voting-elections/poll-worker-training.html>

Numbered List of Voters

- Voters names must be recorded on the Numbered List of Voters UNLESS they are voting by provisional ballot. Voters are added AFTER signing poll book.
- Do not skip lines. If a correction must be made, draw a line through the incorrect entry and write the correct information above.
- The number of names on the Numbered List of Voters should match the number of votes cast on the ICP Precinct Tabulator unless a voter leaves without voting.
- As often as possible, check the total number of ballots case on the precinct tabulator and compare it with the number of names recorded on the Numbered List of Voters to be sure they match.
- Don't forget to put the voter number from the List in the space provided in the poll book.
- PRIMARY only: must put (D) or (R) in block to the right of each name and keep count of D&R for statement sheet.

List of Voters			List of Voters			List of Voters		
1			26			51		
2			27			52		
3			28			53		
4			29			54		
5			30			55		
6			31			56		
7			32			57		
8			33			58		
9			34			59		
10			35			60		
11			36			61		
12			37			62		
13			38			63		
14			39			64		
15			40			65		
16			41			66		
17			42			67		
18			43			68		
19			44			69		
20			45			70		
21			46			71		
22			47			72		
23			48			73		
24			49			74		
25			50			75		

Page _____ of _____ pages (Primary) (General) election held Tuesday, _____, 20 _____

POLLS ARE OPEN


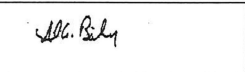
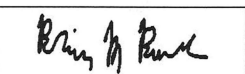
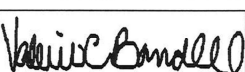
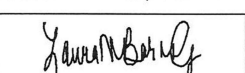
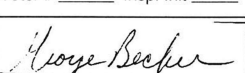
Checking In Voters

- A training video is provided at the following link:
<https://www.votespa.com/Resources/Poll-Worker-Training/Pages/Checking-In-Voters.aspx>
- All voters (except for provisional ballot/absentee) must sign the poll book. Compare the voter's signature with the signature in the poll book, record the voter number from the numbered list in the space provided above the signature and put your initials in the space provided.
- All first-time voters and inactive voters will have either "ID REQUIRED" or "AFFIRMATION REQUIRED" in the signature box in the poll book. ID must be checked prior to allowing the person to vote.
- Inactive voters must confirm their address by showing an acceptable form of ID. If the voters address is different from that which appears in the poll book, the voter must fill out a change of address form to update their address.
- If "AFFIRMATION REQUIRED" is in signature box, the voter must fill out the affirmation form.
- Acceptable forms of ID include:
 - PA driver's license
 - PA issued photo ID
 - US passport
 - Current Utility Bill
 - Firearm permit
 - Certificate of voter registration
- A training video is provided at the following link:
<https://www.votespa.com/Resources/Poll-Worker-Training/Pages/Voter-Identification.aspx>
- Any voter who is required to show ID and does not have proper ID with them should be issued a provisional ballot. They must bring their ID to the Election office before the Friday following the election to have their provisional ballot counted.
- All poll workers are to sign the Affidavit of Voter Identification at the end of voting attesting that all ID's were verified when proof of ID was required.

The Poll Book

➤ Both the full poll books and supplemental poll books will now have two sections.

1. Voters who have not requested a MAIL-IN / ABSENTEE or have not returned their ballot will appear in one section.
 - This poll book section will appear similar to that of the standard poll book, but will have a heading on the first page as "MAIL-IN / ABSENTEE BALLOT REQUESTED – NOT RETURNED, VOTERS"
 - Voters matching criteria will be listed alphabetically by last name.
2. The secondary section will only list those voters who have been marked as having returned their issued MAIL ballot. In essence there will be a section in the poll book for individual whose records indicate they have already voted.

Digitized Signature		Voter Info	Assistance	Party	Voter Signature	10/13/2020 8:51 AM
	Voter # _____ Insp. Init _____	BAILEY, LINDA C 14 MAIN ST S, RAILROAD, PA 17355 12/23/1956 810000-1	NF		BAILEY, LINDA C 12/23/1956 X	011886182-67
	Voter # _____ Insp. Init _____	BAILEY, NEIL ALAN 14 MAIN ST S, RAILROAD, PA 17355 1/4/1955 810000-1	NF		BAILEY, NEIL ALAN 1/4/1955 X	011770099-67
	Voter # _____ Insp. Init _____	BAKER, BRIAN MICHAEL 7 MAIN ST S, RAILROAD, PA 17355 10/13/1993 810000-1	R		BAKER, BRIAN MICHAEL 10/13/1993 X	109032342-67
	Voter # _____ Insp. Init _____	BANDELL, VALERIE CLAIR 34 MAIN ST E, RAILROAD, PA 17355 3/24/1990 810000-1	D		REMIT MAIL-IN BALLOT OR VOTE PROVISIONALLY BANDELL, VALERIE CLAIR 3/24/1990 X	BALLOT REMITTED? <input type="checkbox"/> 109698229-67
	Voter # _____ Insp. Init _____	BARNSELY, LAURA M 10B MAIN ST E, RAILROAD, PA 17355 4/25/1984 810000-1	D		BARNSELY, LAURA M 4/25/1984 X	012226916-67
	Voter # _____ Insp. Init _____	BECKER, GEORGE BRUCE 8B MAIN ST E, RAILROAD, PA 17355 11/5/1953 810000-1	R		BECKER, GEORGE BRUCE SR 11/5/1953 INACTIVE: AFFIRM REQ ID REQUIRED X	011819395-67

Election: 2020 GENERAL ELECTION Precinct: RAILROAD Page 1 of 32 BAI - BEC
York County

CHECK-IN STATION PROCEDURES

1. The poll book is divided into two sections:

Section **1** is for voters who did not request or did not return an absentee or mail-in ballot.

Section **2** is for voters who **returned** their absentee or mail-in ballot.

Note: There may also be a supplemental poll book that includes both sections. A supplemental poll book contains voter record updates that have occurred since the poll books were printed.

2. When a voter presents to the **Check-in Station**, to determine which poll book section to search for the voter, **first** ask the voter if they requested an absentee or mail-in ballot.

"So that we can help you vote today, I need to find your name in our poll book, can you tell me if you requested an absentee or mail-in ballot for this election?"

Voter Says	Voter's Explanation	And the voter...	Poll Book Section
No	• Did not request a mail ballot.	N/A	1
Yes	• Requested a ballot but never received it.	N/A	1
Yes	• Received the ballot.	Brought the ballot and return-envelope to polling place.	1
Yes	• Did not return the ballot.	Did not bring the ballot and return-envelope to polling place.	1
Yes	• Received the ballot. • Returned the ballot.	Is uncertain if the returned ballot was received by the county election office.	2

3. Once it is determined which poll book to search, ask the voter to state their name (starting with last name).
4. Search for the voter's record in the appropriate poll book section.

Scenarios when Searching Section **1** of Poll Book

Record Located?	Voter Record Shows History of Requesting a Ballot?	Ballot to be Issued
Yes	No	Regular
Yes	Yes and voter brought the ballot and return-envelope to the polling place to be surrendered.	Regular
Yes	Yes but voter didn't bring the ballot and return-envelope to the polling place to be surrendered.	Provisional
No	N/A	Check Section 2, otherwise issue Provisional

Scenario when Searching Section **2** of Poll Book

Regardless of whether you find the voter's name in section 2, you should offer the voter a provisional ballot if they believe they are eligible to vote.

Issuing a Regular Ballot

1. If you determine that the voter can be issued a regular ballot, check to determine if voter is subject to showing acceptable ID. If the voter's record on the poll book indicates that the voter is required to show ID, ask the voter to show the ID. If the voter does not have acceptable ID, they must vote a provisional ballot.
2. If it is determined that the voter is in inactive status, have the voter complete and sign an *Affirmation of Elector* form.
3. If the voter can proceed with casting a regular ballot:

Voting Scenario	Steps
No Record of Previously Requesting a Ballot	<ol style="list-style-type: none"> 1. If applicable, ask voter to show acceptable ID. 2. Ask voter to sign poll book. 3. Announce the voter's name so that it may be heard by all members of the election board and by all watchers present in the polling place. 4. Compare the voter's signature with the signature in the pollbook. 5. Write your initials in the space provided if the signature appears genuine. 6. If the signature does not appear genuine, refer the matter to the Judge of Elections. 7. Write voter's name in <i>Numbered List of Voters</i>. 8. Write the number from the list on the voter record. 9. Issue voter their correct ballot. 10. Direct voter to the voting station.
Voter is Surrendering Previously Issued Ballot and Return Envelope	<ol style="list-style-type: none"> 1. Accept surrendered ballot and return-envelope from voter. 2. Check the appropriate box on the poll book record. 3. Mark "VOID" or "SPOILED" on ballot and envelope. 4. Ask voter to complete and sign the declaration. 5. Secure the signed declaration and voided ballot and envelope into a container or envelope for these materials. 6. Ask voter to sign poll book. 7. Announce the voter's name so that it may be heard by all members of the election board and by all watchers present in the polling place. 8. Compare the voter's signature with the signature in the pollbook. 9. Write your initials in the space provided if the signature appears genuine. 10. If the signature does not appear genuine, refer the matter to the Judge of Elections. 11. Write voter's name in <i>Numbered List of Voters</i>. 12. Proceed with normal ballot distribution process.

Voters Who Surrender Their Mail-In/Absentee Ballot

If a voter has not voted their mail-in or absentee ballot, they may take it to their polling place to “surrender” it to the judge of election. This is in effect for the first time during the 2020 general election.

The voter must ...

1. Surrender the original mail-in or absentee ballot and its outer envelope to be spoiled
2. Sign a statement subject to the penalties under 18 Pa. C.S. §4904

THE COUNTY OF YORK

BOARD OF COMMISSIONERS
Julie Wheeler, President
Doug Hoke, Vice President
Ronald Smith, Commissioner



Mark E. Derr, Administrator
Michéle Pokrifka, Solicitor

Elections Voter Registration
STEVE ULRICH
DIRECTOR

DECLARATION

I hereby declare that I am a qualified registered elector who has obtained an absentee ballot or mail-in ballot. I further declare that I have not cast my absentee ballot or mail-in ballot, and that instead I remitted my absentee ballot or mail-in ballot and the envelope containing the declaration of the elector to the judge of elections at my polling place to be spoiled and therefore request that my absentee ballot or mail-in ballot be voided and I be permitted to vote. I make this declaration subject to the penalties of 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities).

Date: _____

Name Printed
Address of Elector

Phone No.

Signature of Elector

Date: _____

Name Printed
Poll Location

Local Judge of Elections

pursuant to 25 Pa. Stat. Ann. § 3150.16

- If the voter does both, s/he is permitted to vote by regular ballot at the polling place.
- If the voter is marked in the poll book as requesting a mail-in or absentee ballot and does not “surrender” their ballot and declaration envelope nor sign the statement, the voter should be provided a provisional ballot.
- Even if the voter asserts that s/he did not cast the absentee or mail-in ballot and is eligible to vote, s/he should only be provided a provisional ballot.

PROBLEM: Voter at Wrong Polling Place

[The Polling Place Search tool](#) will help you locate a polling place for Election Day. Begin by typing the county of residence and city in the dropdown menus below. Then enter the street name, the house number, and zip code.

If the polling place is not found, please make sure the information is correct. Click Search again. If the polling place is still not found you may contact the county election office.

Click here for the Polling Place Search tool:

<https://www.pavoterservices.pa.gov/Pages/PollingPlaceInfo.aspx>

Checking Party Affiliation – PRIMARY ONLY

- During primary elections, check party affiliation before a voter signs the poll book. Only voters registered as Democrats or Republicans are permitted to vote in a primary election unless there is a question on the ballot.
- Voters are given a card with the party designation on it to ensure the proper ballot is issued if the ballots are not being issued at the sign-in table.
- Voters name and party affiliation must be clearly announced so poll waters can hear.
- Voters' party affiliation is to be recorded next to their names on the Numbered List of Voters.
- If a voter claims to be registered in a different party than noted in the poll book, a Judge may call the Elections Office or issue provisional ballot and the voter DOES NOT sign the poll book.

PROBLEM: Discrepancies in Poll Book

- If changes need to be made to a voter's name, address, or party affiliation, the voter must fill out a voter registration form. Encourage the use of online registration at www.votesPA.com.
- Poll workers are not to mark the poll books and no changes will be made from notes written in the poll book.
- Spaces or apostrophes in a voter's last name may bump the name out of alphabetical order in the poll book. Please look on the page beginning with the letter of the voter's last name before call-in or issuing a provisional ballot.
- In many instances, women voters may still be registered under their maiden or married name. Please check other names that a voter may be registered under before calling in or issuing a provisional ballot. Have the voter correct the name by use of voter registration form or online.
- If a voter's name is not in the poll book, call the Election Office 717-771-9604 to verify registration status. If a provisional ballot is to be given, please follow all provisional instructions carefully.
- An online training video is available at: <https://yorkcountypa.gov/voting-elections/poll-worker-training.html>

Voters Requiring Assistance

Those voters who require assistance in the polling place may have indicated their need prior to the election and will be listed in the poll book as **ATV** (Assistance to Vote). If an indication of the need for assistance is not found in the poll book, the voter may complete a **Declaration of the Need for Assistance to Vote** at the polling place on Election Day.

- A Training video is provided at the following link:
<https://www.votespa.com/Resources/Poll-Worker-Training/Pages/Voters-With-Disabilities.aspx>
- If the voter is not pre-approved to receive assistance, s/he must complete the **Declaration of the Need for Assistance to Vote** form. This form must be signed by the voter and the Judge of Election.
- The voter may choose one person to assist them in voting. This individual may NOT be the Judge of Election, an officer/agent of the voter's union or the voter's employer/agent of the employer.
- Regardless of whether the assistance to vote is on the voter record, indicated as ATV in the poll book, or the voter completes the **Declaration of Need for Assistance to Vote** at the polls, the Judge of Election must log the voter's information in the Record of Assisted Voters, which keeps track of all the voters who receive assistance. This form is returned in **Envelope K**.
- An online training video is available at: <https://yorkcountypa.gov/voting-elections/poll-worker-training.html>

WPP Form 17A

DECLARATION Of the Need for Assistance to Vote	
I _____ by reason of (Name and address of elector requiring assistance)	
_____ am unable to vote without the (reason for need of assistance)	
assistance of _____ (Name and address of person rendering assistance)	
_____ (Signature or mark of elector requiring assistance)	_____ (Date)
Witnessed by _____ (Name of witness)	
_____ (Signature of Judge of Election)	

RETURN WITH FORM 17 - RECORD OF ASSISTED VOTERS

Issuing a Ballot

- After a voter has signed in, they will be given a paper ballot. At primary elections poll workers must take care to issue the correct party ballot to the voter.
- A plain manila folder (and a Sharpie marker) is to be given to the voter with their ballot. The poll worker will explain to the voter that the folder is to be used to protect the privacy of their ballot until they reach the scanner at which time they will return the Sharpie and the empty folder to the machine inspector. The machine inspector will then return those items to the poll workers issuing the ballots for further use.
- Poll workers should provide the voter with instruction to completely fill in the oval next to the candidate name of their choice with the Sharpie marker provided.
- The voter should then direct the voter to an available privacy booth to mark their ballot with instructions to proceed to the ICP scanner where they will scan their completed ballot.
- The total number of ballots issued must be reported and reconciled on the General Returns of Votes Cast sheet after the polls close.
- The total number of ballots issued (whether they were cast or spoiled) and the number of ballots returned unused must match the total number of ballots your polling place received. These numbers will be reported on the General Returns of Votes Cast sheet.
- If a voter has made a mistake on their ballot, the voter asks for a new ballot. The poll worker takes the spoiled ballot, fills out the spoiled ballot log and issues a new ballot.
- The Spoiled Ballot envelope is to be returned to the county with a count of the number of spoiled ballots enclosed.
- A total number of Spoiled Ballots is recorded on the General Returns of Votes Cast sheet.
- Unused ballots are recorded on the General Returns sheet and returned to the County.

Provisional Ballots

- A training video is provided at the following link:
<https://www.votespa.com/Resources/Poll-Worker-Training/Pages/Provisional-Ballots.aspx>

When to issue a Provisional Ballot – When in doubt, fill one out!

- If a voter's name does not appear in your poll book or, depending on precinct, the Supplemental Poll Book, and his or her registration status cannot be determined, call the Election Office to ascertain whether or not the voter is registered to vote and in what district s/he is registered, or look up the registration on **votespa.com**.
- Your goal is to redirect the voter to the proper polling place so that s/he can cast a regular ballot that they can be assured will be fully counted.
- A voter is who found to be registered in another district should be advised to vote in that district. In an event that the voter is unwilling or unable to go to the proper polling place, the voter may vote by a Provisional Ballot. Inform the voter of the possibility that only some of the contests may be counted. Votes may only be counted for those contests that appear on the ballot for the precinct in which they are registered.
- Pennsylvania counties are prohibited from accepting a Provisional Ballot from a voter registered in another county.
- In a **Primary**, if a voter insists that s/he is registered in a party other than the party listed in the poll book, give that voter a Provisional Ballot for the party of which they believe they are registered.

PROCEDURES FOR ALL PROVISIONAL BALLOT VOTERS

1. **DO NOT** allow the voter to sign the Poll Book. **DO NOT** enter his / her name on the Numbered List of Voters.
2. Once ready to vote, the voter is given a ballot, secrecy envelope (small green envelope) and a Provisional Ballot envelope (larger 9" x 12" green envelope).

PROVISIONAL BALLOT ENVELOPE		WPP 1
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>PROVISIONAL VOTER AFFIDAVIT #1 - FOR THE VOTER: COMPLETE AND SIGN IN FRONT OF ELECTION OFFICIALS BEFORE VOTING BALLOT</p> <p>Print Full Name _____ Date of Birth _____</p> <p>Print Address where Registered to Vote _____ City _____ Zip _____</p> <p>Municipality _____</p> <p>County _____ Daytime Phone # (Optional) _____</p> <p>I do solemnly swear or affirm that my name and date of birth are as I have listed above, and at the time that I registered I resided at the address I have provided above, in the Commonwealth of Pennsylvania and that this is the only ballot that I have cast in this election.</p> <p><input checked="" type="checkbox"/> VOTER SIGNS HERE BEFORE VOTING BALLOT</p> <p>Current Address where you Live _____ City _____ Zip _____</p> </div> <div style="width: 45%;"> <p>OFFICIAL ELECTION BALLOTING MATERIAL #2 - FOR THE ELECTION OFFICIAL COMPLETE AND SIGN</p> <p>DISTRICT _____ PRECINCT _____</p> <p>WARD _____ DIVISION _____</p> <p>CHECK ALL BOXES THAT APPLY: <input type="checkbox"/> Voter's name not on list. <input type="checkbox"/> Voter identification not supplied <input type="checkbox"/> Court order (voter) <input type="checkbox"/> Court order (voting hours) <input type="checkbox"/> Voter's eligibility is challenged by an election official. <input type="checkbox"/> Party (Primary Only) _____ (PARTY ON BALLOT ENCLOSED?)</p> <p>Signature of the Judge of Election _____ Date _____</p> <p>Signature of the Minority Inspector _____ Date _____</p> </div> </div>		
<p>#3 - FOR THE VOTER:</p> <p>1. VOTE THE BALLOT 2. SEAL IT IN THE SECRECY ENVELOPE AND 3. SEAL THE SECRECY ENVELOPE IN THIS ENVELOPE</p>		
<p>#4 - FOR THE VOTER: SIGN AND DATE IN FRONT OF OFFICIALS WHEN RETURNING BALLOT</p> <p>The undersigned declares, under penalty of law, that he/she is a properly registered elector in the election district indicated in affidavit, and that he/she is eligible to vote in this election in this election district.</p> <p><input checked="" type="checkbox"/> VOTER SIGNS HERE WHEN RETURNING BALLOT _____ DATE _____</p>		
<p>THIS SPACE IS RESERVED FOR VOTER REGISTRATION VERIFICATION BY COUNTY BOARD OF ELECTIONS</p>		<p>AFFIX BALLOT ID NUMBER HERE</p>

3. All Provisional Ballot voters must complete and sign the Provisional Ballot Voter Affidavit on the larger green envelope. This is section #1 – **FOR THE VOTER. This must be completed in the presence of the Judge of Election AND the Minority Inspector BEFORE the ballot is voted. Please be certain that the voter has completed all information in this section.**

4. Judge of Election AND the Minority Inspector must complete and sign section #2 – **FOR THE ELECTION OFFICIALS, BEFORE the ballot is voted.**

5. Direct the voter to a privacy screen or other accessible voting area in the polling place to privately vote his or her ballot. **Please make sure the ballot does not get scanned.**
6. After the ballot is completed, the voter should place the ballot in the green secrecy envelope, which then goes in the larger 9" x 12" Provisional Ballot envelope. Seal the envelope. **This envelope cannot be opened in the polling place, under any circumstances.**
7. After completing Section #3 – **FOR THE VOTER**, the voter signs and dates Section #4 – **FOR THE VOTER** and returns all completed materials to the Judge of Election.
8. The Judge of Election must place the Provisional Ballot bar-coded receipt sticker in the space provided on the envelope marked **AFFIX BALLOT ID NUMBER HERE**. Give the voter their portion of the receipt, which enables the voter to determine the status of their Provisional Ballot.

9. Voter may call a toll-free number 1-877-VOTES-PA (1-877-868-3772) or visit the Pennsylvania Department of State website at www.hava.state.pa.us to learn whether their vote was counted, partially counted or not counted and why.

10. At the end of the day, gather all green Provisional Ballot envelopes and place them in the white Provisional Voting – Return Envelope. Section #1 is completed by the Judge of Election and Section #2 by the Minority Inspector. Place this white envelope in the Blue Bag and deliver it to the York County Board of Elections.
11. An online training video is available at: <https://yorkcountypa.gov/voting-elections/poll-worker-training.html>

Challenge of Voter

A person is not entitled to vote unless his or her registration appears in the district register (poll book). Any election officer, qualified elector, overseer or poll watcher has the right to challenge an elector for the following reasons:

- The individual's identity
- The individual's residence in the election district
- Any alleged violation of the law pertaining to the signing of the voter's certificate
- Any alleged violation of the law prohibiting bribery at elections

This challenge does not prevent the individual from voting, but the following steps must be taken before s/he is permitted to vote:

- Anyone challenged must be put under oath by the Judge of Election
- The challenged voter must then produce one qualified voter of the district who shall make an affidavit to the individual's identity or residence in the district
- The proper challenge and/or bribery form must be signed by the voter

On Election Day, the Judge of Election may be faced with challenges to the individuals who come to vote. These challenges may take several forms.

Based on relevant Pennsylvania and federal law, the Department of State is providing the following guidelines to help Judges of Election understand the scope of their authority and decide challenges to the right to vote.

Challenges to the Right to Vote and Resolution of Challenges

A person is presumed to be a bona fide qualified elector and must be allowed to vote if his or her name appears on the list of registered electors provided to the election officers by the County Board of Elections.

- Any registered elector, Judge of Election, Majority or Minority Inspector of Election, Election Officer, Overseer or a properly certified Watcher may *challenge* the right of a registered elector to vote.
- Challenges are limited to the identity of the elector, the residence of the elector and alleged violations of the procedural requirements prescribed by 25 P.S. § 3050 of the Pennsylvania Election Code, governing the voting process in the polling place.
- No one may challenge the right of an elector to vote based on the process of voter registration or the approval of the elector's application for voter registration of Election Day. Such challenges cannot be made at the polling place, but must be filed with the voter registration commission, in accordance with 25 Pa. C.S. §1329.
- If challenged, a registered elector must be allowed to vote after the procedural requirements of 25 P.S. § 3050 of the Pennsylvania Election Code have been met and the elector establishes his or her identity or residence **to the satisfaction of the Judge of Election**. *No other person or official at the polling place has the authority to make a final determination regarding the identity or residence of a challenged elector.*
- **Challenges must be made in good faith.** It is the job of the Judge of Election to ensure that no Election Officers or Watchers or any other person challenges the

identities or residences of electors routinely, frivolously or without a stated good faith basis.

- When a Judge of Election cannot decide in good faith the identity of residence of a challenged elector, the Judge of Election under the authority of 25 P.S. § 3050 (d) of the Election Code may require a challenged elector to get another qualified elector to sign an affidavit vouching for the challenged elector's identity or residence.

Authority and Responsibility of Judges of Election and Majority/Minority Inspectors of Election

- Under the Election Code, only the elected constitutional officers of the election district (the Judge of Election and the Majority/Minority Inspectors) can determine the qualifications of those individuals who present themselves to vote at the polling place. When the Majority or Minority Inspectors disagree upon the right of a person to vote, the Judge of Election must decide the question.
- The Majority and Minority Inspectors must swear an oath that they will not, without just cause, delay or refuse to permit any person to vote, the Judge of Election must decide the question.
- The Judge of Election must swear that s/he will use her/his best endeavors to prevent any fraud, deceit or abuse in carrying on the election process in the election district, including challenges made to an elector's identity, residence or other voter qualifications.

Penalties

Anyone who intentionally refuses to permit a person to vote who is entitled under the law to vote commits a crime under the Federal Voting Rights Act of 1965 and the Pennsylvania Election Code.

If an individual's identity or residence in the election district is challenged by a qualified elector, Election Officer, Overseer or Watch and the Judge of Election finds the challenge to be well-founded, under Federal and Pennsylvania law the individual must be offered the opportunity to cast a *provisional ballot*, if the individual affirms in writing that s/he is a registered elector and qualified to vote in the election district.

CHALLENGES ELECTOR'S AFFIDAVIT

The following affidavit is to be executed by an elector of the district who is challenged with respect to the elector's identity or legal residence in the district; or by an elector challenged for bribery or other violation of the Election Laws.

COMMONWEALTH OF PENNSYLVANIA, }
COUNTY, } S.S.

I, _____ being duly sworn, depose
and say: That I am a resident of the Commonwealth of Pennsylvania, that I presently reside at or up to

(If removed from district insert date of removal which must be within 30 days immediately preceding this Primary or Election)
did reside at _____

(Show residence here)

that I am qualified to vote in the _____ Ward, _____ District,
City
Borough of _____
Township

that I have had a continuous residence at the address set forth on my registration card; or that I removed from the district within thirty days immediately preceding this Primary or Election; that I am the identical person whose name is set forth on said registration card, and further, that I have not committed bribery at this Primary or Election, nor have I violated any election laws of this Commonwealth.

Sworn and subscribed this _____ day of _____
_____, 20 _____ before _____

Judge of Elections

(Signature of Elector Challenged)

SUPPORTING AFFIDAVIT

The following supporting affidavit is to be executed by another qualified elector of the district in case of the challenge of an elector as to identity or legal residence in the district.

COMMONWEALTH OF PENNSYLVANIA, }
COUNTY, } S.S.

I, _____ being duly sworn, depose
and say: That I reside at _____

that I am a qualified elector of _____ Ward, _____ District,
City
Borough of _____
Township

that I am personally acquainted with _____
whose right to vote has been challenged, and I know said elector is a resident of the Commonwealth of Pennsylvania, and that said elector has continuously resided or did reside within thirty days immediately preceding this Primary or Election, at the address set forth on his or her registration card.

Sworn and subscribed this _____ day of _____
_____, 20 _____ before _____

Judge of Elections

(Signature of Elector making this Supporting Affidavit)

ELECTION DAY: Operating the Scanner

When the window of the ICP reads “SYSTEM READY”, the ICP is ready to accept and tabulate voted ballots.

- Ballots can be read into the ICP in ANY direction.
- A valid ballot will take between 7-12 seconds to scan, read, tabulate, and cast a ballot.
- A mismarked ballot will prompt the ICP to alert the voter to the problem with their ballot.
- A poll worker – typically the machine inspector - must be stationed near the ICP to be ready to assist voters who have a problem with their ballot and to receive the empty manila folder and Sharpie.
- An online training video is available at: <https://yorkcountypa.gov/voting-elections/poll-worker-training.html>

SCANNER: Ballot Errors

If a voter has mismarked their ballot, the ICP will alert the voter to a problem. Poll workers should be prepared to assist voters by understanding the ICP ballot alerts. Voters ALWAYS have the option of getting a new ballot, making a correction to their ballot, or casting their ballot “as is”.

1. **“BLANK BALLOT”** - A voter has inserted a blank ballot into the ICP and not votes will be cast. The voter can choose to have their ballot returned and continue to vote their ballot or cast their ballot “as is”.
2. **“AMBIGUOUS MARK”** – The ICP does not recognize the voter’s intent in one or more races. The voter will need to completely fill in the ovals to cast their ballot.
3. **“OVERVOTE”** – The voter has voted for more candidates than is permitted. The voter can choose to have their ballot returned to correct the error or cast it “as is”. If they cast their ballot “as is” – the ICP will inform them that NO VOTES will be counted in the race where the overvote occurred.

SCANNER: Checking the Ballot Bags

During Municipal Elections, check to be sure the Write-In Bag is not too full. If needed, remove the Write-In ballots from the bag and place them into the separate Write-In envelope. Store the envelope in the ballot box and relock the box.

SCANNER: Changing the Paper Roll

1. Open the printer cover.
2. Push down on the blue tab to release the roller and remove the paper roll.
3. Place the new paper roll with the end feeding out from the bottom towards you.
4. Replace the roller bar with the roller gear to the left and gently press back into place on top of the paper.
5. Feed the end of the paper back through the slot on the printer cover door.

ADA DEVICE: Operations

The ICX can be used as a touch screen for voters unable to mark their ballot by hand or can be programmed with an audio ballot for visually impaired voters.

The ICX keeps a tally of the number of ballots printed. After the polls close, this number is to be recorded on the General Returns of Votes Cast sheet.

ADA DEVICE: Activate With No Audio

1. Insert the Poll Worker Card into the slot in the yellow card reader at the bottom of the ICX.
2. When the PIN# window pops up, select “Activate Ballot” in the top right corner of the PIN# window. It is not necessary to enter the PIN#.
3. Using the keypad, enter the ballot activation code for your precinct. You will have (2) codes for primary elections – one to activate a Democratic ballot and another for a Republican ballot. This code will be on a sticker at the top right of the screen.
4. Select “ACTIVATE”.
5. Remove the Poll Worker Card and move away from the booth while the voter votes their ballot.
6. If the wrong ballot has been activated, the poll worker can cancel the ballot by pressing the three dots button (...) on the top right corner of the ICX. Choose “Cancel Activation” from the drop down. Start over to program the correct ballot.
7. The ICX DOES NOT TABULATE VOTES! It is a BALLOT MARKING DEVICE! After making their selections using the ICX and approving their choices on the Review page, the voter prints their ballot.
8. Once their ballot has printed, the voter takes their ballot to the ICP scanner to be tabulated and cast.
9. If the voter does not press the “FINISHED” button on the final screen, the poll worker will need to tap “FINISHED” to close the vote session.

ADA DEVICE: Activate With Audio

1. Make sure the ADA equipment is connected to the ICX.
2. Insert the Poll Worker Card into the slot in the yellow card reader at the bottom of the ICX.
3. When the PIN# window pops up, select “Activate Ballot” in the top right corner of the PIN# window. It is not necessary to enter the PIN#.
4. Using the keypad, enter the ballot activation code for your precinct. You will have (2) codes for primary elections – one to activate a Democratic ballot and another for a Republican ballot.
5. Select “ENABLE AVS Controller”.
6. Select “ACTIVATE”.
7. On the next screen select “ATI Device” and give the voter the headphones and the ATI controller.
8. Remove the Poll Worker card and move away from the privacy booth while the voter votes their ballot.
9. If the wrong ballot has been activated, the poll worker can cancel the ballot by pressing the three dots button (...) on the top right corner of the ICX. Choose “Cancel Activation” from the drop down. Start over to program the correct ballot.
10. The ICX DOES NOT TABULATE VOTES! It is a BALLOT MARKING DEVICE! After making their selections using the ICX and approving their choices on the Review page, the voter prints their ballot.
11. Once their ballot has printed, the voter takes their ballot to the ICP scanner to be tabulated and cast.
12. If the voter does not press the “FINISHED” button on the final screen, the poll worker will need to tap “FINISHED” to close the vote session.

TROUBLE SHOOTING: Loss of Power

The voting systems have a 2-3 hour battery back-up to keep them operating without electricity. In the event the battery back-up fails or the ICP becomes inoperable for any reason, the following steps are to be implemented to ensure all voters get to cast their ballots in an emergency situation:

The Judge of Elections will open up the Auxiliary Slot on top of the secured ballot box by sliding the cover on the underside of the drop slot. The cover of the drop slot will be secured with a security tie. Open the ballot compartment and make sure the Auxiliary Bag under the ballot box is hanging freely.

Voting will continue uninterrupted with voters dropping their voted ballots into the Auxiliary Slot. If there are concerns, have the voter call 717-771-9604 so Elections Office can organize roving technicians and poll watchers to supervise.

Once power has been restored or a replacement ICP is in place, the un-scanned ballots will be removed from the Auxiliary Bag and scanned into the ICP to be counted. If the power does not return prior to the close of polls, the Judge of Elections shall return the un-scanned ballots to the County to be counted.

CLOSING THE POLLS

Closing The Polls at 8 P.M.

- The Judge of Elections will instruct the Constable (if available) or a poll worker to establish the last person in line at 8:00 PM.
- No one is permitted to get in line after 8 P.M.
- If room allows, move the voters that are in line inside and lock the doors.
- If the line is outside the door, the last person in line at 8 p.m. is permitted to vote.
- After the last voter has cast her/his vote, open the bottom of the ballot box and remove all ballots cast at the polls.
- Make sure to empty the Write-In section and keep those ballots separated from ballots with no write-ins by putting them in the envelope provided. Put the write-in envelope on top of the ballots in the ballot transport bag.
- An online training video is available at: <https://yorkcountypa.gov/voting-elections/poll-worker-training.html>

Closing The Polls: ICP

- 1 Press Security Key onto Security Key keypad until the Administrative Menu appears.
- 2 Select **CLOSE POLL**.
- 3 Enter your 8-digit password – then press **ENTER**.
It will ask “Are you certain you wish to close poll?” – press **YES**.
- 4 The unit will automatically start printing four **(4)** Results Tapes. They will all print in one continuous tape. You will have to separate the tape for the reports.
The separation point is after the results where it asks for poll worker signatures – cut after the signature lines – do not sign the tapes.
- 5 The unit will ask “Would you like to print more copies of this report?”
Make sure that you have removed your results report – then press **NO**.
- 6 The unit will then proceed to print (1) Write-In votes report.
This report is to be posted on the outside of your polling place door along with the door copy of the statement sheet and (1) results report tape.
- 7 The unit will ask “Would you like to print more copies of this report?” – press **NO**.
- 8 The next screen is the Administrative Menu. Mark down the # of ballots cast from bottom of screen – then press **POWER DOWN**.
- 9 The unit will ask “Are you certain you wish to shut down tabulator?” - press **YES**.
The unit will shut down. Repeat for additional scanners.

Unplug the ImageCast Precinct (ICP – Scanner), wrap the power cord back in the power cord storage compartment, and proceed to the **REMOVE CF CARD** instructions.

Closing The Polls: Removing the CF Card

****IMPORTANT****

****IMPORTANT****

****IMPORTANT****

Ensure the ICP – Scanner unit is unplugged and completely powered off when removing the CF card!!! Removing it while the scanner is on will result in fatal damage to your election results!!

1. After you have made certain the unit is OFF – remove the **RED** seal from the Poll Worker door at front of the unit. (No need to record seal #)
2. To open the poll worker door, push the black tab on the right side of the door.
3. Remove the CF card by gently pressing the eject button (right beside the CF card) and pull the card out (it may “pop” out, so be ready to catch it).
4. **IMMEDIATELY** drop the CF card into the Blue Cartridge bag and seal it with a square seal from inside or from the seal baggie.
5. Repeat for each additional scanner at polling place. All cartridges go into the same bag.

Closing The Polls: The Ballot Box

1. Unlock the ballot box door and remove seal.
2. Assemble blue rolling ballot return bag.
3. Remove ALL ballots from bottom compartment and place into blue bag. Repeat for each additional scanner.
4. Open white “write-in” door on the upper left of the ballot box interior and lift door slightly to open (it will drop down). No need to record this seal #.
5. Reach inside and pull out all ballots – check to make sure the compartment is empty.
6. Put write-in ballots into “write-in” envelope and deposit on top of regular ballots inside rolling ballot bag. Repeat for each additional scanner.
7. Close ballot return bag and seal with square seal from CF card bag. Write seal # on closing statement sheet.
8. Count unused ballots, record on statement sheet, then place unused ballots in ballot compartment, close door, lock, and put new **RED** seal on. Write seal # on closing statement sheet.

Closing The Polls: ICX

1. Insert your Poll Worker card on your lanyard (chip facing down) into the card reader located at the bottom of the ICX.
2. Enter your 8-digit password – touch **LOGIN**.
3. Write down the public counter # from right side of screen.
4. Touch the **RED** Power Button at the bottom right corner of the screen and confirm shutdown.
5. Unplug the unit from the outlet & wrap the power cord onto the cord reel at the rear of the cart.
6. Make sure ADA handset is secured to its Velcro pad and head phones are on the shelf.
7. Please remember to close and **LOCK** the printer door.
8. Unit is now closed down.

Closing The Polls: Packing Up

- Make sure all forms and envelopes are properly filled out and signed.
- Place all completed change of address and/or new completed voter registration forms in the Notes envelope.
- Place all paperwork and supplies back in the proper bag.
- Return only the items listed on the check sheet.
- **Ensure all Poll Worker cards and I-Buttons are accounted for.**
- Make sure all poll workers (and constable if applicable) have signed the pay sheet!

****Be considerate and leave the polling place the way you found it****

ENVELOPE A - ENCLOSE HEREIN
 ENVELOPE C - Containing One Return Statement Sheet and Results Report
 ENVELOPE E - Containing One Numbered List of Voters
 ENVELOPE G - Containing One Oath of Election Officers
 ENVELOPE K - Containing One Record of Assisted Voters
 One Copy of Affidavits of Voters

AND SEAL
 This Envelope is to be sealed by the Judge of Elections in Person

ELECTION RETURN ENVELOPE A
 To County Board of Elections

COUNTY _____
 PENNA _____

Returns From: _____ Ward _____ Dist. _____
 City _____ Boro. of _____ Town _____

Office at the Court House Will Fill Out This Space
 Received _____ 20 _____
 At _____ o'clock _____ M _____

ELECTION HELD ON _____ 20 _____

Envelope A must contain

Envelope C (one return statement sheet / results report)
 Envelope E (one numbered list of voters)
 Envelope G (one oaths of election officers)
 Envelope K (record of assisted voters)
 One copy of affidavits of voters

SEAL. Judge of Elections must deliver to County Board of Elections

ENVELOPE B - ENCLOSE HEREIN
 ENVELOPE D - Containing One Return Statement Sheet and Results Report
 ENVELOPE F - Containing One Numbered List of Voters
 ENVELOPE H - Containing One Oath of Election Officers
 Seal Carefully and Deliver to the Minority Inspector. To be kept by Him.

ELECTION ENVELOPE B
 For Election Held _____ 20 _____

Ward _____ Dist. _____
 City _____ Borough of _____ Township _____

To _____ Minority Inspector

Envelope B must contain

Envelope D (one return statement sheet / results report)
 Envelope F (one numbered list of voters)
 Envelope H (one oaths of election officers)

SEAL and deliver to the Minority Inspector

ENVELOPE C - ENCLOSE HEREIN
 ENVELOPE A - Containing One Return Statement Sheet and Results Report
 ENVELOPE E - Containing One Numbered List of Voters
 ENVELOPE G - Containing One Oath of Election Officers
 ENVELOPE K - Containing One Record of Assisted Voters
 One Copy of Affidavits of Voters

ELECTION ENVELOPE C
 1-RETURN STATEMENT SHEET
 1-PRINTED ZERO REPORT
 1-PRINTED RESULTS REPORT

Of _____ Ward _____ District _____
 City _____ Borough of _____ Township _____

For Election Held _____ 20 _____

SEAL THIS ENVELOPE AND PLACE IN ELECTION RETURN ENVELOPE A FOR COUNTY BOARD OF ELECTIONS

Envelope C must contain

Return Statement Sheet
 One Printed Zero Report and Results Report
 One Printed Consolidation Results Report

SEAL and place in Envelope A

ENVELOPE D - ENCLOSE HEREIN
 ENVELOPE B - Containing One Return Statement Sheet and Results Report
 ENVELOPE F - Containing One Numbered List of Voters
 ENVELOPE H - Containing One Oath of Election Officers
 Seal Carefully and Deliver to the Minority Inspector. To be kept by Him.

ELECTION ENVELOPE D
 1-RETURN STATEMENT SHEET
 1-PRINTED RESULTS REPORT

Of _____ Ward _____ District _____
 City _____ Borough of _____ Township _____

For Election Held _____ 20 _____

FOR MINORITY INSPECTOR

Envelope D must contain

One Return Statement Sheet
 One Printed Consolidation Results Report

SEAL and place in Envelope B
 For Minority Inspector

Envelope E

One Numbered List Voters
Place in Envelope A

Envelope F

One Numbered List Voters
Place in Envelope B
For Minority Inspector

G: Election Officers' Oath

Place in Envelope A

H: Election Officers' Oath

Place in Envelope B

K: Record of Assisted Voters

Place in Envelope A

I: One Return Statement Sheet

One Printed Consolidated Results Report

To be delivered by Judge of Election,
UNSEALED, to County Board of Elections

Closing The Polls: Return of Supplies

Place poll books only in the large black leather bag, zip shut and seal with one of the seals. The Black bag, rolling ballot return bag and white cardboard box are to be given to the personnel stationed at the rear door to the Admin Building (located off Mason Avenue, off South George Street – half a block from the square).

Place the following in the canvas bag and bring to the rotunda collection area:

- ✓ **SEALED CARTRIDGE BAG – BE SURE YOU HAVE YOUR POLL WORKER CF CARD FROM EACH SCANNER IN THIS BAG!!!**
- ✓ LANYARD W/CARD & KEYS
- ✓ PAY SHEET(S)
- ✓ ENVELOPE “I”
- ✓ ENVELOPE “A”
- ✓ ENVELOPE “Y” (spoiled ballots)
- ✓ EMERGENCY BALLOT ENVELOPE
- ✓ PROVISIONAL BALLOT ENVELOPE(S)
- ✓ MANILA ENVELOPE CONTAINING **NOTES** SHEET, COMPLETED VOTER REGISTRATION FORMS & COMPLETED VOTER AFFIRMATIONS
- ✓ AMERICAN FLAG
- ✓ ELECTION SUPPLIES (PENS, SHARPIE MARKERS, TAPE, STICKERS, ETC.), POSTINGS, STREET LISTS, SIGNS AND ANY UNUSED FORMS

Return cell phones you signed out to the rotunda collection area.

DO NOT return cardboard privacy screens, extension cords, extension cord bags or the wire framed for “Vote Here” signs to the Admin Center. These items are to be left with the scanner and ADA unit to be picked up by warehouse personnel.

- Please enter via Mason Avenue and exit through Wells Fargo drive through Court Avenue.
- Please park in either the Wells Fargo Bank Lot off Mason Avenue or the Christ Lutheran Church lot opposite the rear door to the Admin Center.
- Please limit the number of people that come inside the Admin Center.

Closing The Polls: Returning to Admin Center | Parks Garage

- The Judge of Elections will return the Ballot Bag, rolling blue ballot bag, black leather bag and empty white box and all other items on the return list.
- The privacy screens are to be folded up and left with the voting equipment at the poll to be picked up by our Parks personnel.
- To help the check-in process go faster, please have the following items readily available:
 1. Blue bag and the **memory cards** (thumb drives)
 2. Pay Sheet
 3. Absentee Envelope
 4. Provisional Ballot Envelope containing all voted provisional ballots
 5. Green “” bag with Poll Worker Cards and I-Button(s)

Frequently Asked Questions - FAQ

➤ **Who assigns the duties of the Election Board?**

The Judge of Election designates who will be assigned the various duties throughout the day.

➤ **What does the Judge of Election do?**

The Judge of Elections shall administer the oath of office to the elections officers and preside over the election in his/her district. They will see to it that the election runs in a smooth and efficient manner. The Judge of Elections will see to it that no fraud is taking place and will notify the Election Office **immediately** should they suspect any fraudulent activity. They will also provide electors with provisional ballots if needed.

Any election officer, clerk or machine inspector may be assigned by the Judge of Elections to assist another officer, clerk or machine operator in the performance of their duties or to perform their duties during a temporary absence or disability. If a voter who has completed an absentee ballot appears at the polls to vote in person, the Judge of Elections shall void the absentee ballot, have the voter fill out the Absentee Ballot Affidavit, and put both documents in the Absentee Ballot Return Envelope.

➤ **What does the Majority Inspector do?**

The Majority Inspector will sign off on the zero tapes, election report tapes, and the oath administered. The Majority Inspector can challenge a voter's registration status. They are responsible for signing in voters at the polls by looking up the voter's name in the poll book, checking ID (if required) and notify the Judge of Election of any discrepancies. If a voter who has completed an absentee ballot shows up to vote in person, they will notify the Judge of Elections to pull the absentee ballot and **then** have the voter sign in and vote. **In the absence of the Judge of Elections, the Majority Inspector will temporarily assume the responsibilities of the Judge of Elections.**

➤ **What does the Minority Inspector do?**

The Minority Inspector will sign off on provisional ballots, the zero tapes, and the election report tapes, and the oath administered. The Minority Inspector can challenge a voter's registration status. They are responsible for signing in voters at the polls by looking up the voter's name in the poll book, checking ID (if required) and notify the Judge of Election of any discrepancies. If a voter who has completed an absentee ballot shows up to vote in person, they will notify the Judge of Elections to pull the absentee ballot and **then** have the voter sign in and vote.

➤ **What are the duties of the machine operator?**

Machine Operators will set up the machines at the start of the election. They will assist voters when they have a problem scanning their ballot. They will assist a voter with obtaining a replacement ballot (if needed) and deposit their "spoiled" ballot into the Spoiled Ballot Box. Should they encounter any problems with the operation of the scanner or the ADA unit, contact the Election office and a Rover will be dispatched if necessary.

➤ **What are the duties of the clerk(s)?**

Clerks are responsible for keeping an accurate record of the Numbered List of Voters or any other duties assigned to them by the Judge of Elections.

- **Who may assist ADA voters?**
Poll workers, **with the exception of the Judge of Elections**, are permitted to help voters in using the scanner or the ADA unit.
- **What responsibilities does the Constable have?**
Some boroughs, townships, or wards have elected constables who serve at the polls on Election Day. Although constables **may not** perform any of the duties described for the positions above, they are responsible for “keeping the peace” at the polls on Election Day. **The constable serves at the direction of the Judge of Election** and, if the Constable serves a full day at the polls, he or she should sign the pay sheet in order to be compensated.
- **How far away must campaign workers stand from the polling room and where may they place posters or other election-related materials?**
Campaign workers and election-related materials must be at least 10 feet from the entrance of the polling room. Some polling places may ask that no posters be placed where property damage could result (in particular, some churches may request a lack of posters).
- **What happens if a voter requested an absentee or mail-in ballot, but shows up to the polling place?**
If a voter requested an absentee or mail-in ballot and did not return the ballot to the Election Office, the voter may only vote through a Provisional Ballot or can deliver the ballot to the Election Office no later than 8 p.m.
- If the voter returned the ballot to the Election Office, they are prohibited from casting a ballot. If the voter is unsure if the ballot will reach or has arrived at the Election Office by 8 p.m., the voter may cast a provisional ballot.
- **Is a child allowed to accompany an adult into the voting booth?**
Yes, a minor child (less than 18 years of age) may accompany an elector into the voting booth.
- **Must we announce the voter’s name?**
The voter’s name must be announced so all members of the Election Board, as well as all watchers present in the polling place, can hear. The voter’s party affiliation should not be announced.

Emergency Situations

Prior to the opening of your polling place, please review any existing emergency plans for the facility. This includes fire, evacuation, and other emergency procedures.

In the event of an emergency while the poll is open, follow the polling place emergency procedures. If the poll does not have an Emergency Plan, the following general emergency procedures shall be followed:

In the event of a life-threatening situation, call 911. After calling 911 or if the situation is a non-threatening situation (i.e. loss of power), notify the Elections Office at 717-771-9604.

In the event of an evacuation, keep poll workers and voters out of the building. If time and conditions permit, take all poll books with you and safeguard the books. All poll workers shall meet outside and the Judge of Elections shall make sure everyone is accounted for. Poll workers can wait in vehicles while awaiting further instructions as to relocation of voting location or other pertinent information.

FIRE/GAS LEAKS:

Evacuate the building and call 911. If time and conditions permit, take all poll books with you and safeguard the books. All poll workers shall meet outside and the Judge of Elections shall make sure everyone is accounted for. Notify the Elections Office at 717-771-9604.

SEVERE WEATHER/TORNADO:

Seek shelter in the lowest level of the building away from windows or in an interior room with a door (i.e. bathroom) if there is no basement. The Judge of Elections shall make sure everyone is accounted for. If time and conditions permit, take all poll books with you and safeguard the books. If a tornado, everyone who is able to do so should get on their knees and elbows while protecting their head. Notify the Elections Office at 717-771-9604.

LOSS OF POWER:

Notify the Elections Office at 717-771-9604. Open any blinds and/or curtains to allow as much natural light as possible. Voters may continue to vote using the paper ballots and insert the voted ballots into the “emergency slot” on the side of the black scanner tub. If the power has been restored, after the polls have closed, please scan the voted ballots. If the power has not been restored by the time polls have closed, please put the voted ballots into the “voted, not scanned” envelope.

SUSPICIOUS PACKAGE/BOMB THREAT:

Do not touch/move the suspicious item(s). Evacuate the building and call 911. The Judge of Elections shall make sure everyone is accounted for. If time and conditions permit, take all poll books with you and safeguard the books. Notify the Elections Office at 717-771-9604. Await further guidance from law enforcement.

WEAPONS SITUATION:

If the weapon is displayed in a hostile way, if possible, immediately contact the constable on duty at your poll. If there is no constable, call 911. Do not do anything to further agitate the person with the weapon. Also, if possible, evacuate the building. If time and conditions permit, take all poll books with you and safeguard the books. The Judge of Elections shall make sure everyone is accounted for. If evacuation is not possible, seek safety in areas of the facility (i.e. restrooms, under desks, closets, etc). Notify the Elections Office at 717-771-9604 immediately.

OTHER SITUATIONS:

Use common sense and take all steps necessary to ensure the safety and protection of workers and voters.

Pay Voucher

Page _____ of _____

To the County Board of Elections of York County:

We, the undersigned, Officers of the Election held in _____ Ward _____ District in the
(City, Borough, Township) of _____, said County, on the November 3, 2020 election
do authorize _____, Judge of Election, to submit this request for compensation for services,
without regard to time, on our behalf.
We certify there were _____ electors who cast their votes.

Judge _____ \$125.00
(Printed Name) (Soc. Sec. #)
(Signature) _____
(Street) _____
(City, State) _____ (Zip Code) _____
Transportation of Returns _____ miles @ \$0.575 circular

Majority Inspector _____ \$ 100.00
(Printed Name) (Soc. Sec. #)
(Signature) _____
(Street) _____
(City, State) _____ (Zip Code) _____

Minority Inspector _____ \$ 100.00
(Printed Name) (Soc. Sec. #)
(Signature) _____
(Street) _____
(City, State) _____ (Zip Code) _____

Clerk _____ \$ 100.00
(Printed Name) (Soc. Sec. #)
(Signature) _____
(Street) _____
(City, State) _____ (Zip Code) _____

Constable _____ HOURS X \$8.00 = _____ MAX
\$100.00
(Printed Name) (Soc. Sec. #)
(Signature) _____
(Street) _____
(City, State) _____ (Zip Code) _____

Machine Inspector _____ \$ 100.00
(Printed Name) (Soc. Sec. #)
(Signature) _____
(Street) _____
(City, State) _____ (Zip Code) _____

Machine Inspector _____ \$ 100.00
(Printed Name) (Soc. Sec. #)
(Signature) _____
(Street) _____
(City, State) _____ (Zip Code) _____

(Do Not Write In This Section)

Vendor _____ Trans. _____
Description: Election Day Services BLT # _____
ACCT. #01105000-540110 SUB _____ 01 AMT: \$125.00
ACCT. #01105000-520221 SUB _____ 01 AMT: _____
ACCT. #01105000-520211 SUB _____ 01 AMT: _____

Vendor _____ Trans. _____
Description: Election Day Services BLT # _____
ACCT. #01105000-540110 SUB _____ 01 AMT: \$ 100.00
ACCT. #01105000-520211 SUB _____ 01 AMT: _____

Vendor _____ Trans. _____
Description: Election Day Services BLT # _____
ACCT. #01105000-540110 SUB _____ 01 AMT: \$ 100.00
ACCT. #01105000-520211 SUB _____ 01 AMT: _____

Vendor _____ Trans. _____
Description: Election Day Services BLT # _____
ACCT. #01105000-540110 SUB _____ 01 AMT: \$ 100.00
ACCT. #01105000-520211 SUB _____ 01 AMT: _____

Vendor _____ Trans. _____
Description: Election Day Services BLT # _____
ACCT. #01105000-540110 SUB _____ 01 AMT: \$ 100.00
ACCT. #01105000-520211 SUB _____ 01 AMT: _____

Vendor _____ Trans. _____
Description: Election Day Services BLT # _____
ACCT. #01105000-540110 SUB _____ 01 AMT: \$ 100.00
ACCT. #01105000-520211 SUB _____ 01 AMT: _____

Vendor _____ Trans. _____
Description: Election Day Services BLT # _____
ACCT. #01105000-540110 SUB _____ 01 AMT: \$ 100.00
ACCT. #01105000-520211 SUB _____ 01 AMT: _____